

Roll No.

Total Pages : 3

213304

December, 2019

BBA - III SEMESTER

Introduction to Information Technology (BBA/GEN/304)

Time : 3 Hours]

[Max. Marks : 75

Instructions :

1. *It is compulsory to answer all the questions (1.5 marks each) of Part -A in short.*
2. *Answer any four questions from Part -B in detail.*
3. *Different sub-parts of a question are to be attempted adjacent to each other.*

PART - A

1. Briefly explain the following :

- (a) Use of Auto Text in MS Word (1.5)
- (b) Header and footer in MS Word (1.5)
- (c) Word Art (1.5)
- (d) Process to merge two spreadsheets (1.5)
- (e) Drop cap in MS Word (1.5)

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- (f) Process of inserting columns and rows in spreadsheet (1.5)
- (g) Tally vouchers (1.5)
- (h) Pie chart (1.5)
- (i) Process to insert pictures in PowerPoint presentation (1.5)
- (j) Slide layout in MS PowerPoint. (1.5)

PART - B

- 2. (a) What are macros? How macros can be created and used in Microsoft Word? (7.5)
- (b) What is mail merge? Explain the step to use mail merge in MS Word. (7.5)
- 3. (a) Explain some popular built-in MS excel functions. (7.5)
- (b) Give the concept of graphs in spreadsheet. Explain various types of graphs. (7.5)
- 4. Design a PowerPoint presentation on any Current affair topic (Not less than 7 slides) on your answer sheet. Also explain the application of Microsoft PowerPoint in management. (15)

5. Discuss the major features of Tally accounting package. Explain the significance of Tally in business accounting. (15)

6. (a) What are the steps to insert table in a MS Word? Explain with example. (7.5)

(b) Write down the steps for the following :

(i) To create hyperlink in a slide.

(ii) To insert page border.

(iii) To change document margin. (7.5)

7. Write short notes on :

(a) Importance of animation and sounds in MS PowerPoint. (7.5)

(b) Conditional formatting in MS Excel. (7.5)